

COPY

MEMORANDUM FOR: Management Officer

3 February 1950

FROM: Budget Officer

SUBJECT: Projects in Process - Budget Staff

In accordance with your verbal request to [REDACTED] there follows a description of various Budget Staff projects which have been in process but are not fully completed:

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1. Development in cooperation with the operations affected (chiefly OSO, OFC, and Finance Division, Special Support Staff) of more effective methods of allotment, control and reporting of unvouchered funds.

*Will make separate study. And included in survey later.

2. Development and installation of an improved method for controlling unvouchered funds.

Same.

3. Development and installation within vouchered allotment folders of a register of "funds status" to show the current condition of budgeted amounts, rescheduled changes, allotment to date, and obligations to date.

*For 1 July Recheck.

4. Completion of letters of assignments of responsibility to each employee of the Budget Staff outlining authority, responsibility and specific tasks to be performed.

*In process. Included in our survey.

5. Revision of current Report of Obligation by Object Classes, Form 34-12, Advice of Allotment Authorization, Form 32-5, and Request for Change in Allotment, Form 32-7, to accord with existing allotment, accounting and control procedures.

*See Survey.

6. Preparation of operating procedures necessary to the internal operations of the Budget Staff.

*1 July Recheck.

7. There is in process the preparation of a uniform filing arrangement plan for Budget Staff material considered necessary as a result of the reorganization of 1 October 1949.

*Notify and to records Mgmt. for action.

8. Revision and simplification of Chart of Allotment accounts to accord with simplifications accomplished in the presentation of estimates for fiscal year 1951 and to accord with current requirements.

*1 July Check.

9. Development of an effective standard approach to the allotment and control of such items of common cost as films, publications, communications, services stock items, etc.

*See Summary.

/s/

* Notes made by [REDACTED]

/s/ E.R. Saunders

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